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TAB A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

NOTICE

19 August 1952

SUBJECT: Standardization of Agency Administration of Grade GS-16, GS-17, and GS-18 Positions.

1. Effective immediately, all actions in connection with Grade GS-16, GS-17, and GS-18 positions will be submitted to the Director of Central Intelligence for approval.
2. To assist the Director in this matter, a Review Board is established, consisting of the Assistant Director (Personnel), as Chairman, the Comptroller, and the designated representatives of the Deputy Director (Intelligence), the Deputy Director (Plans), and the Deputy Director (Administration).
3. The Review Board shall insure that adopted requirements and standards are met, and review the justification for the establishment or reclassification of any position at super-grade level. The Board shall make its recommendations to the Director of Central Intelligence.
4. All actions affecting Grade GS-16, GS-17, and GS-18 positions shall be signed by the Deputy Director concerned and forwarded to the Personnel Director for appropriate processing and transmittal to the Review Board. The Personnel Office shall subject all super-grades to the same procedures as are applied to standard grade positions. The Review Board in conjunction with the Personnel Office shall review all present super-grade positions, and make recommendations for corrective action, including downgrading, if appropriate.
5. The Personnel Office shall maintain all necessary records, including personnel ceiling records, as may be required by the Review Board.
6. The provisions of paragraph 2A of CIA Regulation No. [REDACTED] are modified accordingly, pending a revision of the Regulation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
(Administration)

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